

June 10, 2016

TO: All Staff

From: Ann Roberts, Executive Director

**STAFF POSITION ANNOUNCEMENT
MADISON COUNTY CORRECTIONAL COMPLEX
FULL-TIME SECURITY SUPERVISOR**

Incumbent is responsible for supervision and directing the operations and personnel of the Madison County Correctional Complex (MCCC). Qualified candidates should possess education and/or experience and training equivalent to a Bachelor's Degree in Criminal Justice or Business Administration.

Responsibilities will include but not limited to:

- *Responsible for supervising and directing all operations and personnel of the Madison County Correctional Complex
- *Ability to work well under pressure in a fast-paced environment while shifting priorities and meeting multiple deadlines.
- *Must be capable of exercising good judgment in crisis situations
- *Must be extremely detail oriented, flexible, creative and cooperative
- *Must be a good communicator, is a self-starter, ability to work independently and must promote team work
- *Good presentation skills with morale and leadership capabilities
- *Ability to maintain strict confidentiality
- *Ability to work and effectively deal with multiple types of personalities in a variety of situations
- *Must be results driven and support diversity
- *Ability to direct personnel, including training, monitoring work performance, completing staff evaluations, mentoring, providing corrective instruction, and utilize conflict resolution
- *Ability to effectively supervise the daily operations of a 24 hour/7 days a week facility
- *Professional presentation of themselves and the agency
- *Knowledge of physical facility operation, including heating, plumbing, alarm, security and other related systems
- *Must possess and demonstrate good problem solving skills i.e. personnel, offenders, operational issues.
- *Responsible for maintain and compiling accurate and complete statistical data of MCCC
- *Must possess strong skills in planning, research, analytic, and decision-making
- *Must be able to learn quickly and grasp new procedures and concepts and identify training needs and/or procedural changes
- *Closely monitor commissary cost and overall operating budget
- *Must maintain a valid driver's license
- *Demonstrate strong human relations skills such as negotiation and conflict resolution and assertive consultation
- *Reviews incident/disciplinary reports, other reports, contact logs, documents, staff issues, etc. in a timely manner
- *Must be computer literate and have the ability to learn and operate the facilities multiple computer programs.
- *Must be flexible and able to work weekends, evenings and respond accordingly to facility emergencies
- *Ability to identify/prevent issues and take appropriate corrective action
- *Ability to efficiently work and effectively communicate orally and in writing
- *Ability to assure proper resolution of conflicts, providing additional assistance and/or corrective action as appropriate
- *Completes court documentation accordingly and ability to testify in court as necessary
- *Must maintain cleanliness of the facility and conduct daily walk-throughs of the entire facility
- *Must be self-motivated and research oriented
- *Responsible for developing, implementing and coordinating various Complex operations and personnel/volunteers, maintaining/revising and implementing standard operations policies and procedure/inmate policies
- *Performs related duties as assigned but not limited to

To be considered, please send a cover letter, resume and three (3) references to Ann Roberts, Executive Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or email at aroberts@madisoncounty.in.gov by June 24th, 2016 by 9:00 am. The Community Justice Center is an Equal Opportunity Employer (EOE).